

JOB SUMMARY, QUALIFICATIONS, AND SALARY

■POLICE DISPATCHER TRAINEE

\$3,435.61 - \$4,176.01 monthly

This is an entry level position. Receive, evaluate, and transmit emergency and routine voice radio messages via telephone, teletype and automatic alarm; to dispatch required equipment and personnel in accordance with standard policies and procedures; to maintain records; and to do related work as required.

Experience: One-year clerical, administrative, public information or emergency service including radio-telephone communications work. Equivalent to the completion of the twelfth-grade.

■POLICE DISPATCHER

\$3,779.18 - \$4,593.61 monthly

This is a full journey level class. Receive, evaluate, and transmit emergency and routine voice radio messages via telephone, teletype and automatic alarm; to dispatch required equipment and personnel in accordance with standard policies and procedures; to maintain records; and to do related work as required.

Experience: Two-years of responsible clerical, administrative, public information or emergency service including radio-telephone communications work. Work experience in public safety field is highly desirable. Equivalent to the completion of the twelfth-grade.

■Fire Dispatcher

\$3,435.61 - \$4,176.01 monthly

■FIRE DISPATCHER, PART-TIME, HOURLY

\$19.82 – \$24.09 hourly

Serve as the primary service answering point for the Fire Department, receive, evaluate and respond to incoming requests for emergency and non-emergency fire and medical responses; transmit message via radio, phone lines and data terminals.

Experience: One-year clerical, administrative, public information or emergency service including radio-telephone communications work. Work experience in public safety field is highly desirable. Equivalent to the completion of the twelfth grade.

License or Certificate: Highly desirable: a valid Cardiopulmonary Resuscitation (CPR) certification and a valid certification from the National Academy of Emergency Medical Dispatch (NAEMD). Both certificates must be obtained within two-months of hire through City provided training.

APPLICATION PROCESS

- 1 **Complete the City Application for Employment.** You only need to complete one application for any of the Public Safety Dispatcher positions listed. Applications may be downloaded from the City of Chula Vista website <http://www.chulavista.ca.gov/>



- 2 **Complete the Supplemental Questionnaire.**

The supplemental questionnaire is where you will note what position you are interested in and it is a "self-report" of background and experience that you submit with your Application for Employment. The supplemental questionnaire will be used to match your qualifications to the requirements of the various positions. **(Click Here To Download Supplemental Questionnaire)**

- 3 **All positions require a typing speed of 40 net words per minute. Attach ORIGINAL, unaltered typing certificate to your application.**

All positions require a typing certificate. Applications received without an **ORIGINAL** typing certificate will automatically be disqualified.



- 4 **Mail or deliver in person all application materials to:**



City Of Chula Vista
Human Resources Department
276 Fourth Avenue
Chula Vista CA 91910

Based on the information presented on the application materials, **candidates who meet the minimum qualifications will be invited to participate in the exam process.** Candidates will be notified via standard US mail of the position(s) for which they are eligible to compete.



TYPING REQUIREMENT

Typing certificates must have been issued within the past two-years and have the following information: your name; date the typing skills test was administered; the duration of typing test (5 minutes minimum); gross words per minute; number of errors; and net words per minute. Certificates must specify no more than five errors.

If you **mail** your application and original typing certificate, the typing speed data will be recorded on your application and the certificate will be mailed back to you.

Typing certificates must have been obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification in their normal course of business. **A typing certificate obtained from the internet is NOT acceptable.**

EMPLOYMENT INFORMATION

Police Dispatcher, Police Dispatcher Trainee, and Fire Dispatcher are full-time benefited position. These positions are represented by the Chula Vista Employees Association (CVEA) and will have a 1.92% salary reduction that coincides with work furlough. Furlough hours will be prorated for new hires based upon their start date.

Fire Dispatcher, Part-Time, Hourly is a non-benefited position.

Probationary Period

All new and newly promoted employees must successfully complete a probationary period of one year. Upon successful completion of the probationary period, employees achieve regular status. Temporary, seasonal, part-time and unclassified positions serve at the will of the City Manager.



■ THE EXAMINATION

Once you receive an "invitation to test", contact the Human Resources Department to schedule your appointment to take the test. CritiCall software will be used to determine a candidate's ability to quickly and accurately dispatch the necessary agency to the scene of an incident. This is a pass/fail exam.



The exam is administered on a computer. Tests are administered by appointment only. Only those candidates who provide acceptable picture identification will be allowed to test.

■ YOU PASSED – NOW WHAT HAPPENS?

If you are successful in the testing process, you will be invited to participate in interviews to establish an eligibility list. Those applicants who pass the interview will have their names placed on the eligibility list. Names remain on the list(s) for one-year.



Once the eligibility list is established, background investigations will be conducted. This process may take up to five-months. You can assist this process by ensuring that all the information on your application is correct and accurate. Please read the attached Public Safety Dispatcher Disqualify Criteria ([Click Here To Download Disqualifying Criteria Flyer](#)).

Assigned staff:

Bobbi Bennett, Senior Human Resources Analyst
619-409-5956

bbennett@ci.chula-vista.ca.us

Published 09/23/05

Mail or deliver the required documents to:
City Of Chula Vista
Human Resources Department
276 Fourth Avenue
Chula Vista CA 91910

Filing Deadline: Friday, October 14, 2005, 5 pm

Applicants seeking additional information regarding these positions should contact the Human Resources Department at (619) 691-5096.

Applications and related documents may also be downloaded from our website
www.chulavistaca.gov.

LOCATION OF EMPLOYMENT

Dispatchers for Fire and Police are housed in the Dispatch Center located in the Chula Vista Police Department at 315 Fourth Avenue, Chula Vista, CA.

BACKGROUND INVESTIGATION

Applicants who are placed on the eligibility list will be required to have a background investigation. Please read the section "You Passed – Now What Happens?"

PRE-PLACEMENT PHYSICAL

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

SMOKING POLICY

The City of Chula Vista has a policy that prohibits smoking in all City buildings and vehicles.

AMERICANS WITH DISABILITIES ACT (ADA)

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation contact the Human Resources Department.

EMPLOYMENT ELIGIBILITY VERIFICATION

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States.



announces
recruitment
for

PUBLIC SAFETY DISPATCHER EXAMINATION

Recruitment # 05-397

For
Fire Dispatcher
Police Dispatcher
Police Dispatcher Trainee

FILING DEADLINE:
Friday, October 14, 2005 5 pm

Name: _____

**Public Safety Dispatcher
SUPPLEMENTAL QUESTIONNAIRE
Recruitment No. 05-397**

Please complete the following supplemental questionnaire completely. This questionnaire *is not* a substitute for the official City application. Failure to complete and submit both forms will result in disqualification from the recruitment process. Print or type your name on the page. Do not answer any question with "refer to resume". The information you present will be used in assessing your qualifications for positions. **Applications that do not have a completed Supplemental Questionnaire attached will be disqualified.**

Minimum Requirements

Experience:

- ☐ Yes ☐ No One-year of responsible clerical, administrative, public information or emergency service including radio-telephone communications work.
- ☐ Yes ☐ No Two-years of responsible clerical, administrative, public information or emergency service including radio-telephone communications work.
- ☐ Yes ☐ No Work experience in public safety field.

Education:

- ☐ Yes ☐ No Equivalent to the completion of the twelfth grade.

Certifications:

- ☐ Yes ☐ No Typing Certificate for a minimum of 40 NWPM
- ☐ Yes ☐ No Certificate in Cardiopulmonary Resuscitation (CPR).
- ☐ Yes ☐ No Certificate from the National Academy of Emergency Medical Dispatch (NAEMD)

Employment Interest

Mark all the positions you are interested in.

- ☐ Police Dispatcher
- ☐ Police Dispatcher Trainee
- ☐ Fire Dispatcher
- ☐ Full-Time work
- ☐ Part-Time work
- ☐ List the position would you like to be considered for first _____

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Signature

Print Name

Public Safety Dispatcher Disqualifying Criteria

The California Peace Officer Standards and Training (P.O.S.T.) requires applicants must not have any past behaviors indicating unsuitability to perform public safety dispatching duties. The following are general examples of potential disqualifying areas of concern that would prohibit hire as a Public Safety Dispatcher.

Very few negative factors are automatically disqualifying. Each incident will be evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the position.

Employer and experience

- Terminations
- Employee theft
- Using illegal narcotics or alcohol while on-duty
- Violent behavior demonstrated at the workplace
- Unstable work history
- Significant disciplinary actions for violating company policies
- Tardiness or absenteeism issues

Education

- Suspension or expulsion from school
- Violent behavior demonstrated at school

Residences

- Evictions
- History of late payments

Military

- Dishonorable discharge
- Non compliance with Selective Service registration law
- Disciplinary actions

Financial

- Accounts currently in collections
- Repossessions within the past 5-10 years
- Bankruptcy for reasons other than medical or loss of job
- Late or outstanding child support

Driving

- Repeated violations within 5-7 years
- Hit and run
- Driving without insurance
- Allowing tickets to turn into warrants

Legal

- Petty theft within the past 5-10 years
- Burglary within the past 5-10 years
- Forgery within the past 5-10 years
- Embezzlement within the past 5-10 years
- Grand theft within the past 5-10 years
- Insurance fraud within the past 5-10 years
- Illegal drug use within the past 5-10 years
- Possession for sale or sale of controlled substances within the past 5-10 years
- Possession of explosive devices within the past 5-10 years

- Arson within the past 20 years
- Domestic violence within your lifetime
- Elder or Child Abuse within the past 20 years
- Murder within your lifetime
- Rape within your lifetime
- Assault within the past 20 years
- Unlawful intercourse with a minor
- Impersonating a Peace Officer within your lifetime

General

- Failure to follow-instructions
- Missing or incomplete application documents
- Intentionally omitting or falsifying information
- Failed psychological or medical testing

The City of Chula Vista employment application is the first official document in your hiring process. As part of the background investigation, your application information is compared to your fingerprint, credit and employment history and records and any subsequent documents you complete as part of the pre-employment screening process.

Do not lie or omit information. Misrepresentations, omissions and false statements are disqualifying. Each of your statements will be cross-referenced and verified.